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ABSTRACT

This is the 14th in a continuing series of kit-booklets issued to help school boards develop written policies in key subject areas. Because almost everywhere the school department is the biggest buyer in town, written board policies and administrative rules and procedures governing the purchasing process are very important. This booklet provides samples of purchasing policies to encourage thinking in policy terms and to provide working papers to be edited, modified, or adapted to meet local requirements. Subject areas covered include purchasing authority, purchasing guides, vendor lists, specifications, quality control, standardization, bids and quotations, and payment procedures. (Author/JF)

ED 063631

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SCHOOL BOARD POLICIES on PURCHASING

#72-16

EA 004 278

. . . a school board policy development kit
prepared by the Educational Policies Service
of the NATIONAL SCHOOL BOARDS ASSOCIATION

SCHOOL BOARD POLICIES ON PURCHASING

EPS cat. no. 72-16 February, 1972

This is the 14th in a continuing series of kit-booklets issued to help school boards develop written policies in key subject areas. All policy samples and other policy resources reproduced herein have been selected from the files of the Policy Information Clearinghouse of the National School Boards Association's Educational Policies Service (EPS/NSBA) and coded to the EPS/NSBA policy codification system.

The intent in providing policy samples is to encourage thinking in policy terms; to provide "something to start with"--working papers to be edited, modified, or adapted to meet local requirements. Administrators of EPS/NSBA member organizations should file this booklet for continuing reference in their master copy of the Educational Policies Reference Manual.

These materials are disseminated for information only and do not necessarily reflect official viewpoints of the National School Boards Association.

Additional kits may be ordered from the National School Boards Association, State National Bank Plaza, Evanston, Illinois 60201 at the following rates: 1-3 kits @ $2.00; 4-7 kits @ $1.80; 8-10 kits @ $1.60; 11 or more kits @ $1.50. Postage and handling charge added unless payment accompanies order--and payment should accompany all orders under $6.00 in value.

Write to the EPS/NSBA Clearinghouse (address below) for information about previously-published kits in this series.

EPS/NSBA POLICY INFORMATION CLEARINGHOUSE
152 Cross Road Waterford, Conn. 06385
Tel. 203-442-0233

EPS File: DJE--Purchasing

Policies on Purchasing:
They show how the school board exercises its stewardship of public funds...

School boards buy mops, milk, microscopes, books, buses, paper, paper clips, file cabinets, floor wax, fuel oil, grass seed, lawn mowers, tables, chairs, cafeteria trays, typewriters, ten penny nails, tennis balls, tubas, and tape recorders. You name it. A school board probably is buying it right now.

Almost everywhere the school department is the biggest buyer in town. Nationally, the public schools comprise a $38 billion marketplace. Obviously, written board policies and administrative rules and procedures governing the purchasing process are very important.

° Written policies on purchasing make it clear to one and all that the school board intends to exercise its stewardship of public monies in a most conscientious manner. The board is, after all, accountable to the public for the way it spends the public's money. The public has every right to expect full value for every tax dollar spent.

° Written policies on purchasing clarify proper procedure. They provide the necessary mandate for sound and ethical purchasing practices. They provide the guidelines needed that will provide effective controls over quality and costs.

° Written policies on purchasing clarify the appropriate responsibilities of the board itself and its agents. There is an interesting paradox at work here. The individual school board member has absolutely no authority to commit one nickel of public funds for the purchase of one lead pencil. The board as a board makes financial commitments for the school district, and it makes these commitments when it is in session at duly-constituted meetings. And the purchasing function is carried on by-and-large through the board's agents. How, then, may the board be held legally responsible if others do the shopping, deal with the vendors, place the orders, and accept the deliveries of goods and services? Written policies provide the

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answer. Through its policies, the board governs. Through its policies, the board establishes its purchasing department and the purchasing mechanism. It delineates areas of authority and control. It spells out where board approval for purchasing will be required, and which categories of purchasing may be handled on a routine (but controlled) basis by the administration.

Finding time to deal with education

Board members often despair that so much of their time at board meetings is occupied by the proverbial problems of buses, bonds, and beans. Add "buying" to those three B's.

Money matters often take up more of the board's time and energy than the subject of education. Yet, too frequently, school boards do not tackle these problems in policy terms. There may be a lesson here: If the board gets its purchasing and other fiscal management policies in writing, it may find the time it needs to deal with long-range planning, curriculum improvement, evaluation, and other important educational matters that tend to be shelved because of the press of money problems. Obviously, the efficient, well-organized school board is more likely to exercise genuine educational leadership than the board that becomes bogged down in routine business operations. Written, updated policies are the essential determiners of the efficient, well-organized school board.

First step

Use the checklist at the right as your first step in revising inadequate policies or developing new ones. Identify those areas where work is needed. Use the sample documents in this kit as working papers for drafting policy/rules proposals. Have the draft proposals checked out by key staff members who will have to work under the new policies. Check them with competent business management authorities. Check them with the school attorney to make sure they conform to state law. Rewrite the drafts as needed. Present them to the board; get them adopted; and put them into practice.

Hopefully, the materials in this kit will be helpful to you in your efforts to get the policies and rules developed that will best serve the needs of your district.

--W.E. Dickinson
Director, EPS/NSBA

USE THIS CHECKLIST TO TAKE INVENTORY
OF YOUR POLICIES ON PURCHASING...

Note: Check the spaces below where you feel your school district is inadequately covered by way of written policies and/or rules. The list is from the EPS/NSBA system's "chapter of policy codes" on Fiscal Management (Section D). Codes marked with an asterisk (*) indicate that a sample document on the subject is included in this kit. Incidentally, to save space and avoid repetitive subject matter, we have displayed a few rules in this kit for which there are no accompanying policies. An actual school district manual of policies and rules, based on EPS/NSBA principles, would have every administrative rule sanctioned by a specific board policy.

Policy work needed:	Purchasing Descriptors	
____	*DJE	Purchasing
		SN Includes purchasing of goods and services and capital equipment except real estate.
____	*DJEA	Purchasing Authority
____	DJEAA	Board Approval
____	*DJEAB	Administrative Leeway
____	*DJEB	Quality Control
____	*DJEBA	Specifications
____	*DJEBB	Purchasing Guides and Vendor Lists
____	DJEBC	Trial Tests and Field Checks
____	DJEBD	Inspections
____	*DJEBE	Guarantees
____	DJEC	Cost Control
____	*DJECA	Standardization
____	DJECB	Quantity Purchasing
____	DJECC	Cooperative Purchasing
____	*DJED	Bids and Quotations
____	DJEE	Local Purchasing
____	*DJEF	Requisitions
____	*DJEG	Purchase Orders and Contracts
____	DJEH	Change Orders
____	*DJEI	Vendor Relations
____	DJEIA	Sales Calls and Demonstrations
____	*DJEJ	Payment Procedures
____	*DJEJA	Bill Payment Authorization

Related Descriptors

____	*DH	Bonded Employees (Cf. EGE)
____	*DIC	Inventories
____	*DJ	Expenditure of Funds
____	*DJB	Petty Cash Accounts

FOR FURTHER INFORMATION...

° See the excellent chapter on "Purchasing and Stores" in Developing School Systems: Planning, Organization, and Personnel by T. B. Greenfield, et al. An excellent summary of policy and program considerations is supplemented by a detailed guideline section dealing with standards, requisitions, supplier selection, securing quotes, issuing orders, expediting, receiving, paying, storing, and reporting. Available from the Ontario Institute for Studies in Education, 105 Bloor Street West, Toronto 5, Ontario, Canada. 177 pp. 1969. Price: $3.75.

° See Guidelines for Cooperative Purchasing Agencies and Procedures for Public School Districts by Ralph A. Forsythe and Claude Eugene Hardin. How economy-minded school districts can work cooperatively together in purchasing. Available either on microfiche (25¢) or in pamphlet form ($2.75) from the ERIC Document Reproduction Service, Post Office Drawer O, Bethesda, Md. 20014. (Specify ERIC document ED-029-485.)

° See "Survey Evaluation of Purchasing Procedures" by Marion Pasnik in School Management, December, 1970. Reports practices of 224 school districts in New York State on the full range of purchasing procedures. Available from SM, 22 West Putnam Avenue, Greenwich, Conn. 06830. Single copy: $1.00.

° See "Who Makes the Buying Decisions for the Schools." A survey report about the board's involvement in purchasing. Available from The American School Board Journal, State National Bank Plaza, Evanston, Ill. 60201. Free.

Also...

° Inquire about the publications and guidelines available on purchasing from the Association of School Business Officials, 2424 West Lawrence Avenue, Chicago, Ill. 60625.

EPS/NSBA File: DH

BONDED EMPLOYEES

The School District's Supervisor of Accounting and the Cashier shall each be bonded in the sum of $100,000.

An individual bond in the amount of $5,000 is required for the Treasurer and the Secretary of the Board.

The Board shall require individual bonding of other school employees who are responsible for handling $2,500 or more of school money annually. The amount of the bond shall be prescribed by the Board. In determining the amount and type of bond, the Board shall consider the amount of money handled or in account during the period of time covered by the bond. The Board may appropriate money from the General Fund to cover the costs of bonds for those employees handling student activity or other funds, or it may require that the cost of the bond be charged against the fund involved.

All other employees of the School District and Board members shall be covered by a blanket bond in an amount up to $2,500.

SOURCE: Boulder Valley Public School District RE2, Boulder Valley, Colo.
DATE: 3/28/66

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: DIC-E

INVENTORIES
(Recommended Inventory Control Procedures)

1. The school business administrator shall develop a system for the inventory of equipment to conform with the State's requirements for fixed assets accounting. In addition, the business administrator shall develop a system of supply inventory.

2. The business administrator shall be responsible for maintaining the inventory of equipment.

3. The purchasing agent shall periodically review the inventory records and make personal inspections of all district storage spaces to ascertain surpluses or shortages of materials and equipment.

4. The business administrator, in accordance with established procedures, may authorize the transfer of equipment.

SOURCE: "Purchasing Policy and Procedures," Division of Educational Management, New York State Department of Education
DATE: 1969

EXPENDITURE OF FUNDS

The District will follow its adopted budget as closely as possible in expenditure of funds. To this end, the Board shall require that it approve in advance:

1. All expenditures of funds in excess of amounts budgeted for each and every item in the annual budget;

2. All expenditures of funds identified as the Contingency Fund;

3. All transfers of funds from one fund to another.

SOURCE: School District -, Addison, Ill.
DATE: Revised 8/16/71

EPS/NSBA File: DJB

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the revolving fund treasurer shall establish a small petty cash fund in each school. Expenditures against this fund must be carefully itemized by the principals and turned in to the revolving fund treasurer on the last school day of each month. After a budget item is exhausted, no expenditures against this item may be made, even from the petty cash fund.

SOURCE: School District #428, DeKalb, Ill.
DATE: 1969

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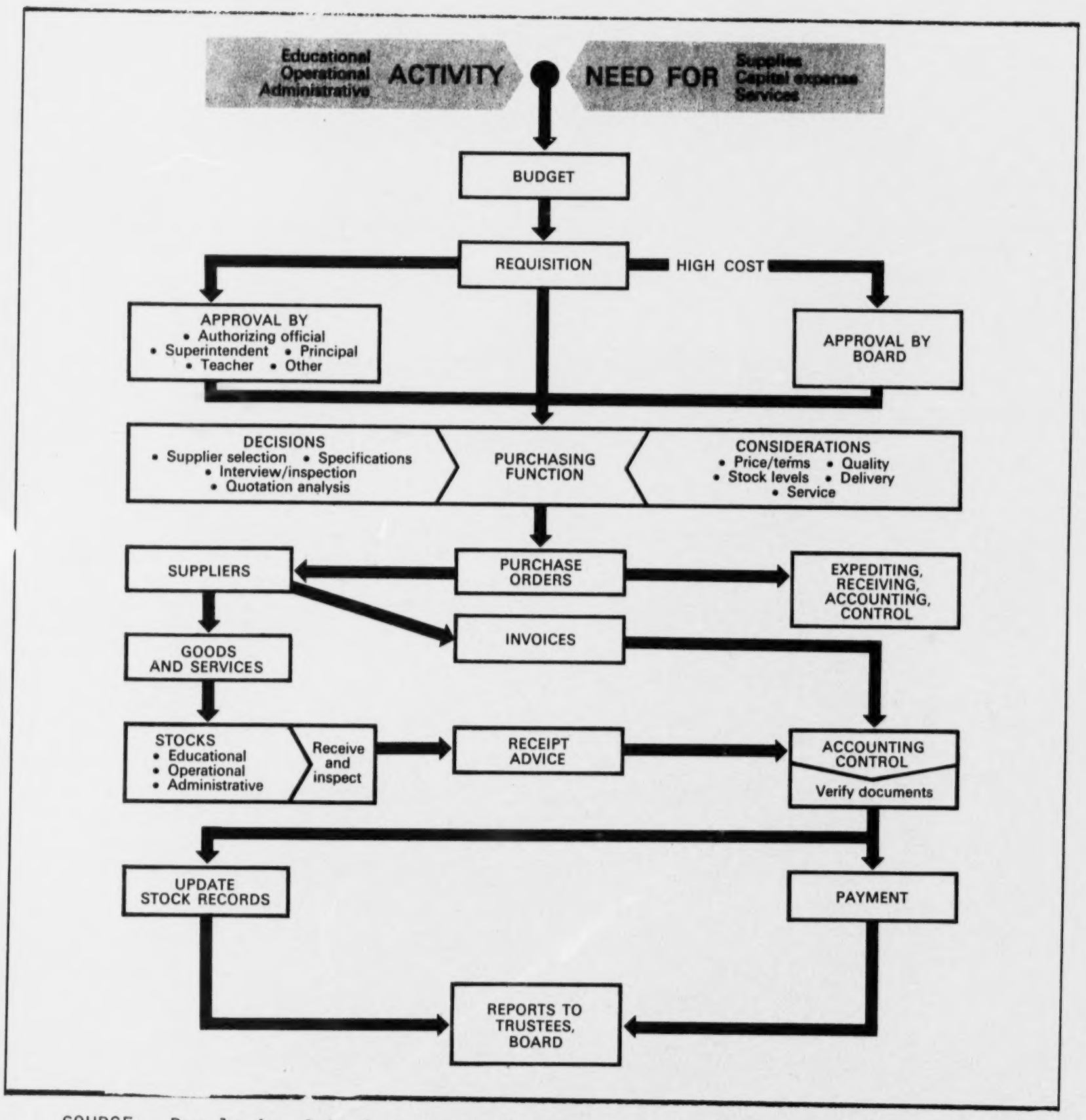
PURCHASING
(Control Model)



SOURCE: Developing School Systems: Planning, Organization, and Personnel by Greenfield et al. Copyright 1969 Ontario Institute for Studies in Education, 102 Bloor Street West, Toronto 5, Ontario. Used by permission.

EPS/NSBA File: DJE

PURCHASING
(New York State Model)

NOTE: This is a general policy on purchasing as recommended by New York State officials. It incorporates under one heading a number of topics that, in the EPS/NSBA system, call for separate policy statements, each with its own coded descriptor heading. The brief policy statement that is limited to a narrow topic is easier to locate in a codified policy manual--and it is much easier to revise than a long, general statement. Nevertheless, we have kept this sample policy intact because of its value as a comprehensive checklist of the many and various considerations that must go into your set of policies on purchasing. The file references indicate where specific items "belong" in the EPS system.

Introduction and Philosophy.

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

1. The function of the purchasing office is to serve the educational program by providing the necessary supplies, equipment, and services.

2. The Board of Education declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

3. The aquisition of services, equipment, and supplies is centralized in the purchasing department, which functions under the supervision of a person designated by the Board as Purchasing Agent, and through whose office all purchasing transactions are conducted. [DJE]

Specific Considerations.

1. The business administrator (or other designated person) is appointed by the Board of Education to serve as purchasing agent. He shall be responsible for developing and administering the purchasing program of the school district. [DJEA]

2. Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions. [DJED]

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3. The purchasing agent is authorized to issue purchase orders without prior approval of the Board of Education where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations. [DJEAB; DJED]

4. All purchase contracts for materials, equipment, or supplies involving an annual expenditure of over $1,000 and all public work contracts involving over $2,500 shall be awarded on the basis of public advertising and competitive bidding.* The business administrator (or other designated person) is authorized to open bids and record the same pursuant to law. [DJED]

5. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Recommendations for the award of all such contracts shall be submitted to the Board by the chief school officer. [DJED]

6. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted. [DJED; DJEE]

7. Purchases shall be made through available State contracts of the Division of Standards and Purchase, whenever such purchases are in the best interest of the school district. [DJE]

8. Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy. [DJECA]

9. Petty cash funds shall be established annually in the amount of $_____ for each school building and for the central administrative office. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds shall be in accordance with the regulations of the Board and the Commissioner of Education. [DJB]

10. The purchasing procedures employed shall comply with all applicable laws and regulations** of the State and Commissioner of Education. [DJE]

11. A statement of "General Conditions," as approved by the Board, shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, and supplies. [DJEBA]

12. Opportunity shall be provided to all responsible suppliers to do business with the district. To this end the purchasing agent shall develop and maintain lists of potential bidders for the various types of materials,

equipment, and supplies. Such bidders lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request. [DJEBB]

13. No board member, officer, or employee of this school district or their families*** shall be interested financially in any contract entered into by the Board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the district. [BHA; DJEI; GAG]

SOURCE: "Purchasing Policy and Procedures," Division of Educational Management, New York State Department of Education
DATE: 1969

LEGAL REFS.: * Sec. 103, General Municipal Law
** Sec. 205, subdivision 3, Regulations of the Commissioner of Education
*** Secs. 800-808, General Municipal Law; Sec. 1617, Education Law

EPS/NSBA File: DJE

PURCHASING

The purchasing practices of the Rockford School District shall be such as to benefit the educational program. To accomplish this result, the decisions on purchases shall be based on:

1. Specifications which stress good quality within limitations of the budget

2. The lowest cost within adherence to the specifications

3. Consideration for the quality of service

4. Promptness of delivery.

SOURCE: Rockford Unit School District, Rockford, Ill.
DATE: 12/12/66

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EPS/NSBA File: DJE

PURCHASING

The Board shall abide by all statutory limitations which provide that purchases of supplies or services shall be made from the lowest responsible bidder, quality considered, and without regard to location. The Board shall at all times respect both the letter and the spirit of the law and in the absence of legal signposts follow a course marked by fair and open dealing.

1. No purchase of material or services shall be made from any member of the Board. Any purchases of supplies from an employee of the school district shall be made only after Board approval and on an open competitive basis. These purchases shall be fully publicized.

2. The Board will not, as a rule, delegate to individual Board members the authority to make purchases, but it will delegate this function to the Superintendent for action, the action being subject to Board approval. However, by Board approval a committee of the Board may be authorized to make purchases of special items.

3. Purchases shall not exceed budget allotments without formal approval of the Board.

4. The Superintendent shall submit to the Board prior to purchase all capital outlay purchases which in his estimation would require Board consideration to keep them informed of educational procedures pertinent to the direction of the total educational program. All contractual services, however, are to be referred to the Board for action. The Superintendent is authorized to make purchases of items which fall within a category of "routine supplies."

5. Purchases for stock shall not serve to raise the inventory above a one-year supply unless specifically authorized by the Board.

SOURCE: School District #428, DeKalb, Ill.
DATE: 1967

PURCHASING AUTHORITY
(Recommended Responsibilities of the Purchasing Agent)

1. Only the person designated by the Board as purchasing agent may commit the district to a purchase.

2. The materials, equipment, supplies, and/or services to be purchased shall be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the purchasing agent.

3. It is the responsibility of the requisitioner to provide an adequate description as required by the purchasing agent so that he may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service.

4. It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.

5. When a low bidder proposes an alternate as "an equal" to that specified, it is the responsibility of the purchasing agent to determine whether the proposed substitution is, in fact, an equal. Such decision shall be based on his evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the purchasing agent, either party may refer the matter in accordance with established procedure.

SOURCE: "Purchasing Policy and Procedures," Division of Educational Management, New York State Department of Education
DATE: 1969

EPS/NSBA File: DJEA

PURCHASING AUTHORITY

The Board shall authorize the purchasing department to purchase and supervise the purchasing of all materials, goods, and supplies for the school system in accordance with state law and good purchasing practices.

SOURCE: Charlotte-Mecklenburg Schools, Charlotte, N.C.
DATE: 10/16/68

LEGAL REF.: G.S. 115-52

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EPS/NSBA File: DJEA

PURCHASING AUTHORITY
(Areas of Responsibility)

Board of Education.

The Board shall approve broad operating policies defining the area and scope of operations of the Procurement Department. In addition to this, the Board shall:

--approve major expenditures in excess of a predetermined amount
--approve monthly disbursement reports
--review audits by competent outside authorities to assure compliance with established Board policies related to the Procurement Department
--refer questions or inquiries pertaining to the Procurement Department by interested outsiders to the Assistant Superintendent in charge of Business Service Division or the Director of Procurement
--approve the yearly operating budget of the Procurement Department
--Question specific situations brought to its attention to secure adequate factual explanations of circumstances surrounding the procurement, receipt, storage, issuance, or delivery of materials, supplies, services, and equipment.

Superintendent of Schools.

The Superintendent shall administer the policies of the Board as they pertain to the Procurement Department. In addition, he shall:

--require that efficient business practices govern the procurement and storage, issuance and delivery of all materials, supplies, services, and equipment required in the operation of the school system.
--determine that established Board policies are put into effect
--initiate administrative practices and procedures which, when implemented, shall efficiently fulfill the educational objectives of the school system.

Assistant Superintendent in charge of Business Service Division.

The Assistant Superintendent in charge of Business Service Division shall administer the practices and procedures established to implement Board policies. He shall discharge all responsibilities delegated by the Superintendent pertaining to Procurement Department. He shall coordinate the activities of this department and its relationship to the entire business function. He shall supervise the Director of Procurement. In addition, he shall:

--approve specific purchase orders as delegated
--determine that all statutory requirements are observed and complied with in the operation of the Procurement Department
--approve the preliminary operating budget of this department
--review sufficient transactions to determine that established Board policies and administrative practices and procedures are observed.

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Instructional and Staff Departments.

These departments and their assistant superintendents, principals, and directors shall acquaint the Procurement Department with their requirements for materials, supplies, services, and equipment. They shall avail themselves of the staff assistance provided by this department in all matters pertaining to the procurement, receipt, storage, issuance, or delivery of all materials, supplies, services, or equipment required by the school system.

SOURCE: Wichita Unified School District #259, Wichita, Kans.
DATE: 6/21/65

PURCHASING AUTHORITY
(Purchasing Department Rules and Regulations)

All duties of purchasing for the Board are centralized under the Purchasing Department with the technical function of procurement being delegated to the department by the Board. However, by law, the Board has the sole authority and responsibility for all purchase contracts of the District and this authority and responsibility cannot be delegated.

The objective of the Purchasing Department is service to and for the District. To accomplish this purpose, the following fundamental functions must be fulfilled:

1. Buy the proper product for the purpose required

2. Have the product available when needed

3. Buy the correct amount of the product

4. Pay a suitable price

5. Buy without favor or prejudice.

District officials authorized to sign purchase orders and other purchase or contractual obligations of the District are only those authorized by the Board. The Purchasing Department shall submit a listing of every purchase order written for approval of the Board.

Purchasing Department Duties.

1. The Purchasing Department shall establish practical and efficient office procedures, reports, records, and systems for the proper conduct of the department.

2. The Department shall conduct or supervise all purchase transactions for the District.

3. The Department shall conduct all transactions in accordance with federal and state laws, rules, and regulations of the Board, and as approved by legal counsel.

4. The Department shall prepare and keep up-to-date a stock catalog built around the principles of simplification and standardization.

5. The Department acts as a center of information on sources of supply for the many items used by the District.

6. The Department shall maintain a file of current trade catalogs which shall be available to all departments.

ADMINISTRATIVE RULES SAMPLES (yellow sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

7. The Department shall coordinate with the Accounting Department relative to the maintenance of a system of warehouse inventory control to account for available equipment and supplies to insure that sufficient materials are on hand for the proper functioning of the District.

8. The Department shall establish a purchasing calendar to consolidate orders, buy seasonal items at the appropriate time of the year, and seek price benefits through proper timing and quantity buying.

9. The Department shall handle the disposal of all surplus, obsolete, or scrap material, as authorized by the Board.

Purchasing and Staff Relationships.

1. All requests for prices or repair services and all purchasing shall be made by the Purchasing Department.

2. All communications with suppliers shall be through the Purchasing Department except that sales representatives may be permitted in schools for the purpose of demonstrating materials provided the approval of the Coordinator of Instructional Materials and the Principal of the school has been secured.

3. In interviews with salesmen, no one who is not a member of the Purchasing Department shall commit himself by implications or otherwise on preference for any product, the District's source of supply for any product, or give any information regarding performance or price which might in any way embarrass the District.

4. The Purchasing Department shall strive constantly to increase its knowledge of new materials and services and shall keep other departments informed.

5. Employees of the District shall not be financially interested in any contract for goods under which the contract is (a) between the School District and the employee; (b) between the School District and a partnership or unincorporated association of which the employee is a partner or in which he is the owner or holder, directly or indirectly, of a proprietorship interest; or (c) between the School District and a corporation in which any employee is the owner or holder, directly or indirectly, of five per cent or more of the outstanding common stock.

6. There should be a growing recognition of the integral interdependence among the classroom teacher, principal, and the various central administrative departments with the Purchasing Department.

7. The Purchasing Department shall seek competent counsel from its colleagues regarding matters of common interest.

8. Selection of the material needed is a prerogative of each using department; however, the Purchasing Department shall have the authority to question the

quality and the kind of material requested and to make recommendations relative to safety, health, economy, and substitute materials. Disagreements over materials that cannot be reconciled between the Purchasing Department and the requisitioner will be forwarded to the proper staff members or committees for decision.

9. Requests for rush orders and emergency orders should be held to a minimum due to the lack of time for negotiating with the vendors. All such orders must go through the Purchasing Department where special consideration will be given.

10. The Purchasing Department will work with committees appointed by the Superintendent to study and recommend adoptions and revisions of specifications for materials and equipment best suited for the purpose intended.

11. District student bodies may request the services of the Purchasing Department to assist them in their purchasing activity.

SOURCE: "Purchasing Rules and Regulations" [abridged], Newport-Mesa Unified School District, Newport Beach, Calif.
DATE: 4/5/68

EPS/NSBA File: DJEA-R

PURCHASING AUTHORITY
(Signature Cards)

All financial documents which are to be processed by the Business Affairs Department will be approved by authorized persons. The signature card, copies of which are attached, will be the means by which authorized signatures are to be recognized. The signature on the card must be same as the one on any document processed. Initialing will not be appropriate; therefore, at least the entire last name must be written.

Cards should be prepared and returned to the Accounts Payable Section of the Business Affairs Department as soon as possible. Additional cards are available from the Business Affairs Department.

SOURCE: Fairfax County Public Schools, Fairfax, Va.
DATE: 5/7/70

EPS/NSBA File: DJEAB

ADMINISTRATIVE LEEWAY IN PURCHASING

When an expenditure, which under normal conditions would require prior Board approval, has to be made in an emergency situation, an exception is permitted with the following stipulations:

1. Definition. An emergency condition shall be defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of members of the community, or impede the educational mission of the school system.

2. Purchase Order Limitations. The Director of Procurement may issue a purchase order not to exceed $5,000.00 with the approval of the Superintendent.

3. Emergency Board Committee Meeting. The Superintendent shall call an emergency committee meeting of the Board when the amount is in excess of $5,000.00.

4. Responsibility of Superintendent. The Superintendent shall report to the Board in the next regular meeting the nature and reasons for the issuance of the emergency purchase order and ask for Board confirmation.

SOURCE: Wichita Unified School District #259, Wichita, Kans.
DATE: 6/21/65

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EPS/NSBA File: DJEB

QUALITY CONTROL

The quality standard for goods and services shall be established by the Department of Purchasing on the advice of supervisors, principals, and teachers of the respective areas. The basic criteria in determining quality shall be the purpose of use of the material or equipment, the results to be obtained, and the required characteristics. Additional factors are availability, standardization of product, manufacturer practices, and standardization of packaging for desired material.

All of these criteria shall provide goods and services satisfactory for the purpose of the intended use.

SOURCE: Baltimore County Public Schools, Towson, Md.
DATE: 9/18/68

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EPS/NSBA File: DJEBA

SPECIFICATIONS

It is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications. In many cases, the desired specifications will be on file with the Purchasing Department for ready reference. In other instances a committee shall be established to develop standard specifications.

SOURCE: Special School District #1, Minneapolis, Minn.
DATE: 4/25/67

LEGAL REF.: Education Code 127.15, 123.37

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EPS/NSBA File: DJEBB

PURCHASING GUIDES AND VENDOR LISTS

Opportunity shall be provided to all responsible suppliers to do business with the district. To this end the purchasing agent shall develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Such bidders lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.

Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Business Office and the appropriate requisitioners. These standard lists shall be used as a basis for requisitioning.

Items not specifically included on standard supply lists shall be requisitioned on the regular requisition form.

SOURCE: Byram Hills Public Schools, Armonk, N.Y.
DATE: 1971

EPS/NSBA File: DJEBE-R

GUARANTEES

All advertised bids for more than $2,000.00 must be accompanied by a bid bond in an amount prescribed by the Purchasing Department. A bid bond may be required for a purchase totaling less than $2,000.00 at the discretion of the purchasing agent.

SOURCE: Special School District #1, Minneapolis, Minn.
DATE: 4/25/67

EPS/NSBA File: DJECA

STANDARDIZATION

Standard lists of supplies and equipment shall be developed in all areas possible. Their use provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement; and facilitates all phases of scheduling, including ordering, tabulating, purchasing, delivering, and distributing.

SOURCE: Baltimore County Public Schools, Towson, Md.
DATE: 9/18/68

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EPS/NSBA File: DJED

BIDS AND QUOTATIONS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of $1,000 or more shall be based, when possible, on at least three competitive bids. All purchases less than $1,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing.

All contracts and all open market orders will be awarded to the lowest responsible qualified supplier.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the Town of Greenwich. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the Town of Greenwich.

SOURCE: Greenwich Public Schools, Greenwich, Conn.
DATE: 12/70

EPS/NSBA File: DJEDA-R*

REJECTION OF BIDS

The Seattle School District has the right to expect fair and honest representation on the part of persons or firms with whom it does business. Misrepresentation on the part of a vendor, or failure in the performance of his product, shall be considered sufficient justification for rejection of a bid and possible removal of the vendor's name from the bidder's list.

SOURCE: Seattle School District #1, Seattle, Wash.

LEGAL REF.: R.C.W. 28.58.135

** This is a "break-out" code and descriptor. It is not included in the official list of EPS terms. It is used here to illustrate how the system may be expanded as necessary to accommodate a new topic as a subcategory of an existing descriptor.*

EPS/NSBA File: DJEF-E

REQUISITIONS
(Recommended Procedures)

1. The following are designated as "requisitioners," that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: superintendent (or district principal), assistant superintendent, directors, supervisors, and building principals. Each requisitioner shall be responsible for limiting his requisitions to the amounts appropriated for his unit.

2. Only forms provided by the purchasing agent shall be used for requisitioning.

3. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the purchasing agent and the appropriate requisitioners. These standard lists shall be used as a basis for requisitioning.

4. Items not specifically included on standard supply lists shall be requisitioned on the regular requisition form.

5. The number of requisitions shall be kept to a minimum. They shall be submitted to conform with the purchasing schedule as established by the purchasing agent.

6. Requisitions shall be prepared in duplicate, the carbon copy to be retained by the requisitioner. They shall be numbered in sequence, as issued by the requisitioner.

7. A requisition to be considered appropriate for processing shall (a) be issued by and bear the signature of the authorized requisitioner; (b) contain adequate information; (c) be verified for adequacy of budgetary appropriation; and (d) have the approval of the superintendent.

8. All approved requisitions shall be submitted to the purchasing agent.

9. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition; the number of the requisition shall be recorded on the purchase order.

10. After processing, the original copy of the requisition shall be filed in the purchasing office in numerical sequence by source of requisition.

SOURCE: "Purchasing Policy and Procedures," Division of Educational Management, New York State Department of Education
DATE: 1969

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EPS/NSBA File: DJEF-R

REQUISITIONS
(Ordering Supplies and Equipment for Personal Use)

School letterhead paper should not be used in ordering supplies and equipment for personal use. The home address, and not the school name or address, should be listed as the delivery place for articles ordered for personal use.

SOURCE: Port Arthur Independent School District, Port Arthur, Texas
DATE: 4/4/67

PURCHASE ORDERS AND CONTRACTS
(Recommended Procedures)

1. The purchasing agent shall prepare an annual purchasing schedule consistent with the users' needs and the efficient functioning of the business office.

2. Purchase orders shall include the following essentials:

   a. A specification of the item which adequately describes to the supplier the characteristics and the quality standards
   b. A firm, quoted, net delivered price, whenever possible, and prices shown both per unit and as extended
   c. Clear delivery instructions which include place and time
   d. Signature of purchasing agent
   e. Budget account code number.

3. Purchase orders shall be press-numbered (imprinted) and prepared in sets of four copies--copy 1 to vendor; copy 2 to be filed numerically by purchase order number; copy 3 to the accounting office for encumbrance, and later filed alphabetically by vendor; and copy 4 to requisitioner and to be returned after certification as to receipt in proper quantity and satisfactory condition. Copy 4 is to be ultimately filed with the claim form, by claim number.

4. A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency situation exists. Whenever possible, a purchase order number should be given to the supplier. And a confirming requisition shall be issued immediately thereafter. This shall be marked "Confirmation," indicating the purchase order number if one was given.

SOURCE: "Purchasing Policy and Proceudres," Division of Educational Management, New York State Department of Education
DATE: 1969

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VENDOR RELATIONS

1. All suppliers' representatives shall have a hearing relative to their products the first time they call. Subsequent visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing personnel are not required to put their time absolutely and indiscriminately at the disposal of all salesmen, however frequent, or on whatever mission they may be calling. The responsible Purchasing personnel must be the judge, but they are not relieved from the obligation of courtesy.

2. The Purchasing Department shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery, with past services being a factor if all other considerations are equal.

3. All letters, wires and other types of communication shall be answered or acknowledged promptly.

4. The Purchasing Department shall conduct all price adjustment negotiations when necessary.

5. The Purchasing Department shall not solicit funds or materials from vendors however worthy the purpose.

6. Visiting the suppliers at their places of business shall be a regular part of purchasing policies.

SOURCE: "Purchasing Rules and Regulations" [abridged], Newport-Mesa Unified School District, Newport Beach, Calif.
DATE: 4/5/68

EPS/NSBA File: DJEJ

PAYMENT PROCEDURES

Payment of bills shall be authorized by the Board upon the recommendation of the business administrator. The names of the claimants and the amount and nature of the claims shall be included in a schedule to be signed by the President and Secretary.

Bills and salaries shall be paid by the Treasurer. Voucher checks and payrolls shall be signed by machine or by hand. The signatures required for checks shall be the President, Secretary, Treasurer, and City Clerk.

SOURCE: Sheboygan Public Schools, Sheboygan, Wisc.
DATE: Revised 7/19/66

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EPS/NSBA File: DJEJA-E

BILL PAYMENT AUTHORIZATION
(Recommended Procedures)

A claim to be submitted to the Board of Education (or auditor) for approval for payment shall qualify when the following conditions are met:

1. Bears the description and price of the items specified on the purchase order, less any allowed discounts.

2. Is accompanied by the fourth copy of the purchase order bearing the signature of the requisitioner that the item has been received in a satisfactory condition and in the quantity indicated.

3. Bears proper certification (verification) of the claimant.

4. All extensions and totals have been checked for accuracy.

5. Has the approval of the purchasing agent.

SOURCE: "Purchasing Policy and Procedures," Division of Educational Management, New York State Department of Education
DATE: 1969

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